

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: TELECOMMUNICATION TECHNICIAN  
TELECOMMUNICATION SPECIALIST  
CLASS CODE: TECHNICIAN - 3112  
SPECIALIST - 3113  
EFFECTIVE DATE: 11/01/2005 (Revised 03/10/1998)  
MARKET POINT: Based on applicable market study  
DEPARTMENT: Public Works

---

### JOB SUMMARY

Under the general direction of the Division Manager, installs, maintains, updates, and repairs Utah County's telecommunication systems and/or assists in performing these duties.

### CLASS CHARACTERISTICS

*Telecommunications Technician:* This is the entry telecommunication systems classification level working under the direction of the Telecommunications Specialist or Fiber Optics and Cabling Specialist as directed by the Division Manager.

*Telecommunications Specialist:* This is the primary telecommunication systems classification level.

### TELECOMMUNICATIONS TECHNICIAN - ESSENTIAL FUNCTIONS

Maintains and troubleshoots equipment associated with County vehicles including two-way radios, video systems, sirens, and lights. Assists with installation of this equipment as needed.

Performs mechanical and electronic repairs of County telecommunications equipment.

Programs synthesized mobile and portable radios.

Assists with the installation and maintenance of base station radios, repeaters, microwave systems, complex antenna systems, and radio control consoles.

Assists with installation and programming of Avaya telephone voice terminals and related voice-mail systems. Performs maintenance on telephone sets and related equipment such as headsets, cords, etc.

Assists with installation of aerial, underground, and in-building telecommunications cabling and associated conduits.

Assists with installation, maintenance, and repair of voice, video, and data fiber optic transport systems.

Assists with installation, maintenance, and repair of the video arraignment and cable television systems.

Cleans, maintains, inventories, and stores assigned tools and test equipment.

Maintains work documents and various records and reports including records used by outside agencies.

Responds to emergency situations on an on-call basis as assigned.

### TELECOMMUNICATIONS SPECIALIST - ESSENTIAL FUNCTIONS

In addition to the functions described above:

Assists with the installation, maintenance, and troubleshooting of base station radios, repeaters, microwave systems, complex antenna systems, and control consoles including maintenance checks required by FCC rules.

Installs and programs Avaya telephone voice terminals and related voice-mail systems. Assists in performing repairs, upgrades, and maintenance of the telephone system.

Performs preventive maintenance and repairs on equipment.

## **TELECOMMUNICATIONS TECHNICIAN / TELECOMMUNICATIONS SPECIALIST**

**01/11/2005**

**page 2**

Maintains and upgrades equipment and parts inventories.

Assists with system design and modification of existing equipment to accommodate system requirements and maintain system compatibilities.

Performs basic troubleshooting of microwave systems and component problems and coordinates with the Division Manager for outside consultant and supplier assistance when needed.

Assists with bench repair of mobile and portable two-way radios.

Assists in the design of new telephone equipment installations including in-house wiring networks, digital and analog telephone sets, PBXs, and radio interfaces.

Assists with maintenance, upgrade, and repair of E-911 and radio console systems including interfaces to outside public safety organizations and troubleshooting connectivity and performance issues involving equipment not owned by the County but remotely controlled from the dispatch center.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

*Telecommunications Technician:* Basic knowledge of fiber optic, telephone, and radio systems; Ability to maintain cooperative working relationships with those contacted in the course of work activities; Skill in reading, writing, and basic math; Skill in soldering and component repair; Skill in analytic problem solving; Skill in interpersonal communication; Knowledge of testing equipment including service monitor, oscilloscope, watt meter, and VOM; Skill in mechanical practices; and Knowledge of pertinent FCC rules and regulations.

*Telecommunications Specialist:* In addition to the knowledge, skills, and abilities described above:

Working knowledge of fiber optic, telephone, microwave, and radio systems; Knowledge of telecommunications equipment, design, structure, and function; Skill in the operation of specialized repair equipment; and Ability to identify and resolve problems on a systems level.

### **PHYSICAL DEMANDS**

Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 100 pounds; Frequently lift, carry, push, pull or otherwise move objects weighing up to 60 pounds; Ascend or descend ladders, scaffolding, ramps, poles, high towers, and the like; Use tools or equipment requiring a high degree of dexterity; Walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces; Regularly drives a motor vehicle; Work for sustained periods of time maintaining concentrated attention to detail; Need to distinguish between shades of color; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is regularly performed in environmentally controlled and partially environmentally controlled rooms; Work is regularly performed in a very noisy place; Work occasionally exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, poor ventilation and hazardous chemicals; Work occasionally exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work requires the use of protective devices such as masks, goggles, and gloves; Work frequently exposes incumbent to possible bodily injury from exposure to high-power radio frequency emissions; Work occasionally exposes incumbent to possible bodily injury from exposure to high power light sources and invisible laser radiation; Work occasionally exposes incumbent to possible bodily injury from electrocution hazard when working near power lines; and Work potentially exposes incumbent to unknown and dangerous conditions.

## **TELECOMMUNICATIONS TECHNICIAN / TELECOMMUNICATIONS SPECIALIST**

**01/11/2005**

**page 3**

### **EDUCATION AND EXPERIENCE**

**Telecommunications Technician:** Equivalent to an Associate's Degree in electronics; and one (1) year work experience in telecommunications maintenance, electrical, or related activities. Experience with Motorola two-way radio equipment and/or Avaya telephone systems is preferred.

**Telecommunications Specialist:** Equivalent to an Associate's Degree in Electronics; and three (3) years work experience performing telecommunications installation and maintenance activities. Experience with fiber optic systems and E911 systems is preferred.

### **LICENSING**

Incumbent must possess a valid State of Utah drivers license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.